

**Certified Annual Report Study
Request for Proposal #CAR-001
February 18, 2008**

The Iowa Department of Education, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319, will be receiving proposals to conduct a study of the Certified Annual Report (CAR) which contains the Chart of Accounts uploads for school districts until 3:00 p.m. central standard time, Monday, February 18, 2008. Late proposals will not be considered.

For information regarding this notice, contact Issuing Officer:

Roger Stirler
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines IA 50319-0146
Phone: 515-281-3968
E-mail: ed.rfp@iowa.gov

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Section 1 Administrative Issues

- 1.1 Purpose.** The Iowa Department of Education (DE) seeks a contractor/vendor to work with the DE on completing a study of the Certified Annual Report (CAR) process used by local school districts to upload their Chart of Accounts (COA) data. This study will look at the data collected, the process/system used to collect the data, what other states are doing, and take the direct input of stakeholders and school district business officials.
- 1.2 Questions and Answers.** Vendors are invited to submit written questions and/or requests for interpretations concerning this RFP #CAR-001 on or before 4:30 p.m. central standard time, February 4, 2008. Oral questions will not be accepted, and verbal communications shall not override written/e-mail communications. The DE will prepare a written response via e-mail to all pertinent questions submitted by vendors by February 11, 2008.
- 1.3 Issuing Officer.** All questions, letters of intent, and proposals should be submitted to:

Roger Stirler
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, Iowa 50319-0146
515-281-3968
ed.rfp@iowa.gov

- 1.4 Letters of Intent to Apply.** A letter indicating intent to apply must be received no later than 4:30 p.m. Friday February 4, 2008. The letter may be delivered via electronic mail (e-mail), postal delivery, or hand delivery. The letter of intent to apply must include the vendor's name, mailing address, e-mail address, telephone number, and a statement of intent to apply. Submitting a letter of intent to apply is a mandatory condition to submit a proposal.
- 1.5 Submission of Proposals.** **Proposals must be received at the DE no later than 3:00 p.m. central standard time, Monday, February 18, 2008.** Proposals may be submitted via electronic mail (e-mail), postal delivery, or hand delivery. A late proposal shall be returned to the vendor and will not be considered.
- 1.6 Proposal Opening.** Proposals will be opened on Friday, February 22, 2008. The proposals will remain confidential until the DE evaluation committee has reviewed all of the proposals, per Iowa Code Section 72.3.
- 1.7 Timeline**
- | | |
|-------------------|---|
| January 17, 2008 | RFP Released to Targeted Small Businesses |
| January 21, 2008 | RFP Released to General Public |
| February 4, 2008 | Letters of Intent Due to Department |
| February 4, 2008 | Questions Due to Department |
| February 11, 2008 | Answers Released to Vendors Filing Letter of Intent |
| February 18, 2008 | Bid Proposals Submission Due to Department |
| February 22, 2008 | Bid Proposals Opened and Scored |
| February 28, 2008 | Notice of Intent to Award and Contract Negotiation |

Section 2

Service Requirements

2.1 Scope of Work. The DE seeks applications to conduct a study of the Certified Annual Report (CAR) process. The intent of the study is to make the collection of Chart of Account (COA) data from local districts in the CAR easier, more accurate, and meaningful to districts. To thoroughly explore the possibilities, it is expected the vendor will undertake several modes of inquiry: 1) a comparison will be done between the data collected in the CAR and the data needed in the federal reporting forms F-33 and the National Public Education Financial Survey (NPEFS); 2) input will be solicited from school business officials representing small, medium, and large size districts from around the state through a series of focus groups; 3) an on-line survey of relevant information from all school districts; 4) a comparison of how Iowa collects these data compared to other states; and 5) an advisory group of knowledgeable professionals to review data and findings and draw conclusions. The DE will provide subject matter assistance to the vendor. The vendor will be responsible for all associated logistics in accomplishing the collection and analysis of information in the previously listed five modes.

The amount to be contracted with the vendor is not to exceed \$50,000 including all expenses. The time period of implementation is March 1, 2008, through October 31, 2008. A written report is to be provided to the DE no later than October 15, 2008, in order that the DE may incorporate changes into the CAR software application process for the fall 2009 upload of FY08-09 data.

2.2 Issues to be Explored. The CAR is a software application that uploads the chart of accounts from local school districts with less than 250 students to the largest school district in the state, Des Moines Independent Community School District. The number of accounts and how they are organized can vary drastically between districts. This has led to the contention in the field that the CAR application does not currently meet the unique needs of districts. Further, some of the accountants at the larger districts believe how they are coding items is correct even though the preformatted CAR software will not allow them to record entries the same way. This creates a dilemma for the districts when their local, independent auditor certifies the district's financial statements to the school board and then district finance staff must make changes to those entries so that they can upload their COA to the DE. Hence, the nuances of the data being collected, both the accounting principles and the software, as well as what are being collected need to be studied.

2.3 Eligible Applicants. Eligible applicants include public, not-for-profit, and private sector entities. Applicants should have previous experience conducting similar types of studies.

Section 3 Content of Proposal

- 3.1** Instructions. The proposal shall include the following:
- 3.1.1 Statements that demonstrate that the vendor understands and agrees with the terms and conditions of the Request for Proposal.
 - 3.1.2 A demonstration/description of the vendor's previous and ongoing experience in conducting studies of a similar nature, including fully supporting the logistical needs of the project.
 - 3.1.3 Description of the vendor's qualifications to complete the work. The vendor should describe how previous work experiences coincide with the requirements of this application. The vendor should also describe the in-state capacity it has to perform the labor intensive tasks. Included in this work should be a description of how the vendor has been engaged in similar work.
 - 3.1.4 Names and qualifications (resumes/vitas) of key staff members and/or contractors who will perform the duties.
 - 3.1.5 To properly complete the RFP, the vendor must provide letters similar to Attachments 2-5.

Section 4 Evaluation Steps

- 4.1** Evaluation Criteria. The DE evaluation committee will evaluate all compliant proposals and make an award using the following criteria that are listed in no particular order:
- 4.1.1 Total points to be earned=100 points
 - 4.1.1.1 Proven experience/track record of vendor in related initiatives=60 points
 - 4.1.1.2 Experience of key staff members and/or contractors=40 points
 - 4.1.2 Recommendations of evaluation committee. The final ranking and recommendation of the evaluation committee shall be presented to the administrator, Division of School Support and Information for consideration.

Section 5 Contract Terms and Conditions

- 5.1** Contract Terms. The contract is attached in Attachment 1.
- 5.2** Length of Contract. It is anticipated that this contract will be from March 1, 2008, through October 31, 2008.

Attachment #1

Contract Terms and Conditions

Agreement #

CONTRACTUAL AGREEMENT BETWEEN

STATE OF IOWA, DEPARTMENT OF EDUCATION, (DE) Bureau/Division of _____
Grimes State Office Bldg., 400 E 14th St, Des Moines, IA 50319-0146.
Department Contact Person: _____ Phone: (515) _____

AND

CONTRACTING PARTY - AGENCY OR INDIVIDUAL: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ Phone: _____

AGENCY CONTACT PERSON OR AGENCY PERSON TO PERFORM SERVICES: _____

CONTRACTING PARTY: IF AN INDIVIDUAL, YOUR SOCIAL SECURITY NUMBER: _____
IF AN AGENCY, YOUR FEIN NUMBER: _____

THE DEPARTMENT WILL COMPENSATE FOR THE FOLLOWING SERVICES RENDERED BY
CONTRACTING PARTY:
(DESCRIPTION OF SERVICES) _____

CONTRACT PERIOD: Service begins: _____ Service ends: _____

COMPENSATION: As indicated and in accordance with the stated terms below.

Contract is for actual costs estimated as shown here in total and itemized below under
"Associated Costs" section.

Contract is for a specified fee totaling the shown amount for _____ (Number) _____ (Units)
at \$_____ per _____ (Unit)

\$0.00

CONTRACT IS NOT TO EXCEED AMOUNT SHOWN ON THIS LINE.

ASSOCIATED COSTS: Only the items designated are covered; required documentation is indicated under
"Other Conditions and Requirements" section. (Estimated costs shown)

\$_____ TRAVEL: FROM _____ TO _____ AND RETURN

via means and for the amounts shown:

Air Coach \$_____ Auto \$_____ Taxi \$_____ Parking \$_____

Other \$_____ (As stipulated in "Description of Services" section.)

\$_____ MEALS: Actual and necessary; not to exceed the following rates:

Breakfast \$_____ Lunch \$_____ Dinner \$_____

\$_____ LODGING: Number of nights _____, not to exceed \$_____ per night, plus tax.

\$_____ OTHER: (ITEMIZE) _____

CLAIM/PAYMENT PROVISIONS: _____

Payment requests should be submitted to the attention of: _____

FOR DEPARTMENT OF EDUCATION USE ONLY							PAYMENTS
FUND	AGENCY	ORGN	S/ORG	OBJ	ARC	AMOUNT	
	0282						
	0282						
	0282						
	0282						
TOTAL CONTRACT AMOUNT						\$0.00	
PRE-CONTRACT (ATTACHED OR N/A)		SOLE SOURCE (ATTACHED OR N/A)		PRIOR APPROVAL (ATTACHED OR N/A)			

OTHER CONDITIONS/REQUIREMENTS: Unless otherwise stipulated, the rates and requirements listed below shall apply:

Mileage reimbursement rate: 34 ¢ per mile.

Original Receipts: Must be submitted with a signed claim when the contract is with an individual.
Receipts are required for the following: (Credit card receipts are not acceptable)

TRAVEL: Air coach, taxi fares, related parking fees and car rental.

LODGING: Reimbursement approved only for those residing outside the designated meeting site.

Lodging must be outside contracting party's domicile.

OTHER: Registration fees and other items (as designated under "Associated Costs" section)
require receipts
unless specified otherwise.

Itemized Invoice: An agency must submit an itemized invoice detailing the expenses allowed by the contract.

ALL CLAIMS MUST BE FILED WITHIN 30 DAYS FOLLOWING THE CONTRACT SERVICE ENDING DATE.

TERMINATION: This contract may be terminated by either party upon ten- (10) days written notice.

NONTRANSFERENCE: Unless otherwise stipulated in this contract, the contracting party shall not transfer any interest in this contract without prior written approval from the Department of Education.

AMENDMENTS: Requests for an approval of amendments to this agreement must be mutually acceptable and in writing.

INDEMNIFICATION: The contracting party agrees jointly and severally to indemnify and hold the State, it successors and assigns harmless from and against all liability, loss, damage, or expense, including reasonable counsel fees, which the State shall incur by reason of the failure of the contracting party to perform fully and comply with the terms and obligations of this agreement.

AVAILABILITY OF FUNDS: This contract is subject to the anticipated availability of Federal and/or State funds under the program from which it is supported.

ASSURANCE: THE CONTRACTING PARTY, BY SIGNATURE AFFIXED BELOW, ASSURES THE DEPARTMENT THAT SAID CONTRACTING PARTY IS OPERATING IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL STATUTES, RULES AND REGULATIONS. INCLUDING CERTIFICATION THAT THE CONTRACTOR AND/OR ITS PRINCIPAL OFFICIALS ARE NOT SUSPENDED OR DISBARRED.

REPRESENTATIONS: VERBAL OR WRITTEN, THAT MAY HAVE BEEN MADE PRIOR TO THE SIGNING OF THIS CONTRACT AND ARE NOT EXPRESSLY STATED IN THE TERMS OF THE CONTRACT, ARE NONBINDING, VOID AND OF NO EFFECT. NEITHER PARTY HAS RELIED ON SUCH PRIOR REPRESENTATIONS IN ENTERING INTO THIS CONTRACTUAL AGREEMENT.

_____	_____	____/____/____
DE CONTACT (Requesting service)	TITLE	DATE

_____	_____	____/____/____
DE ADMINISTRATION TITLE	DATE	

_____	_____	____/____/____
CONTRACTING AGENCY OR INDIVIDUAL	TITLE	DATE

_____	_____	____/____/____
DE AUTHORIZING SIGNATURE	TITLE	DATE

CONTRACTING PARTY: SIGN, DATE, AND RETURN ORIGINAL COPY TO THE DEPARTMENT. THIS CONTRACT WILL BE VALID WHEN YOU RECEIVE A COPY WITH THE DEPARTMENT OF EDUCATION'S AUTHORIZING SIGNATURE.

AGREEMENT # _____

Attachment #2

Date

Roger Stirler, Issuing Officer
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, IA 50319-0146

Re: Request for Proposal #CAR-001
PROPOSAL CERTIFICATION

Dear Roger Stirler:

I certify that the contents of the proposal submitted on behalf of (Name of Vendor) in response to the Iowa Department of Education's Request for Proposal #CAR-001 to conduct a study of the Certified Annual Report are true and accurate. I also certify that (Name of Vendor) has not made any knowingly false statements in its proposal.

A photocopy or facsimile of this signed authorization is as valid as an original.

Sincerely,

Name and Title

Attachment #3

Date

Roger Stirlor, Issuing Officer
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, IA 50319-0146

Re: Request for Proposal #CAR-001
CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF
INTEREST

Dear Roger Stirlor:

By submitting a proposal in response to the Iowa Department of Education's Request for Proposal #CAR-001 to conduct a study of the Certified Annual Report process, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or private consultant working for the Department of Education who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by (Name of Vendor) to induce any other vendor to submit or not to submit a proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between (Name of Vendor) and the Department of Education that interferes with fair competition or as a conflict of interest.

A photocopy or facsimile of this signed authorization is as valid as an original.

Sincerely,

Name and Title

Attachment #4

Date

Roger Stirler, Issuing Officer
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, IA 50319-0146

Re: Request for Proposal #CAR-001
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
ELIGIBILITY, AND VOLUNTARY EXCLUSION

Dear Roger Stirler:

By submitting a proposal in response to the Iowa Department of Education's Request for Proposal #CAR-001 to conduct a study of the Certified Annual Report process, the undersigned certifies the following:

1. I certify that, to the best of my knowledge, (Name of Vendor) and all of its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal agency or agency; (b) have not within a three-year period preceding this proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or other criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three-year period preceding this proposal had one or more public transactions (federal, state, or local) terminated for cause.
2. This certification is a material representation of fact upon which the Department of Education has relied upon when this transaction was entered into. If it is later determined that the undersigned knowingly rendered an erroneous certification, in addition to other remedies available, the Department of Education may pursue available remedies including suspension, debarment, or termination of the contract.

A photocopy or facsimile of this signed authorization is as valid as an original.

Sincerely,

Name and Title

Attachment #5

Date

Roger Stirlor, Issuing Officer
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, IA 50319-0146

Re: Request for Proposal #CAR-001
AUTHORIZATION TO RELEASE INFORMATION

Dear Roger Stirlor:

[name of vendor] hereby authorizes the Iowa Department of Education to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful vendor in response to Request for Proposal #CAR-001.

The vendor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The vendor acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the Department of Education or may otherwise hurt its reputation or operations. The vendor is willing to take that risk.

The vendor hereby releases, acquits and forever discharges the state of Iowa, the Department of Education, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Department of Education in the evaluation and selection of a successful vendor in response to Request for Proposal #CAR-001.

The vendor authorizes representatives of the Department of Education to contact any and all of the persons, entities, and references which are directly or indirectly listed, submitted, or referenced in the undersigned's proposal submitted in response to Request for Proposal #CAR-001.

The vendor further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the

undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Department of Education in the evaluation and selection of a successful vendor in response to Request for Proposal #CAR-001.

A photocopy or facsimile of this signed authorization is as valid as an original.

Sincerely,

Legal Name of Vendor

Name and Title of Authorized Representative

Date